

Michigan Senate
Senate Majority Communications Office

POSITION POSTING

Communications Specialist

Summary Position Description: This position is responsible for meeting the daily communication needs of assigned majority Senate offices, including but not limited to: writing and distributing press releases, speeches, commentaries, letters to the editor, constituent newsletters and assisting in the planning and execution of press events.

Qualifications: Applicants must possess excellent oral, written and grammar skills and have the ability to clearly communicate complex legislative issues. A Bachelor's Degree in Communications, Journalism, and English or in a related subject matter is expected. Working skills of reliability, teamwork, confidentiality and flexibility are also essential. Knowledge of, or experience working in, the legislative process is preferred.

Governing Caucus: Republican

Status: Full time

Salary: Negotiable

This is a non-civil service position.

Please send resume, cover letter, and salary requirements to:

Scott Bean, Director
Senate Majority Communications Office
P.O. Box 30035
Lansing, MI 48909-7536
or
email to: sbean@senate.michigan.gov

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-2710 or TDD 373-0543.